Admin Group  
Meeting Summary  
February 14, 2008  
Dean’s Office, 2:00

Present: Dean Allen, Alberta Bailey, Ben Carter, Judy Ganson, Juana Young, Anne Marie Candido

The first agenda item was appointing three or four new people to the Awards Committee since three were rotating off. The Group approved of the following four new members: Ellen Compton, Judy Culberson, Mikey King, Michele Tabler

Dean Allen asked the Group for their approval to include a direct link to the Admin Group minutes, beginning with the minutes of the next minutes, in the Tuesday Times. All said yes.

Dean Allen observed that ALA had a special opportunity to highlight various libraries’ health programs on National Library Workers’ Day. Anne Marie Candido said she would ask Molly to report on our Razorfit program.

The Group reviewed proposed prioritized budget needs and figures in preparation for the budget presentation later in the month.

Dean Allen is emphasizing to the campus community and to academic departments that the University must seriously consider requiring departments to provide funds for library support of new programs. She brought up this issue at the most recent Campus Council.

Judy Ganson mentioned that MeetingMaker will probably eventually no longer be supported by Computing Services, and Outlook will become the major supported e-mail program. More information will be forthcoming.

Juana Young mentioned that on February 27 and 28 the library will be moving volumes out of the Physics Library into Mullins and LISA to make way for space renovations in that library.

The directors each reported progress being made in their areas related to the library’s strategic goals and objectives. The progress reports will be presented to Program Steering in that group’s next meeting.

Dean Allen indicated that she is still thinking about how to approach the need for a grants person to identify and write grants for the library. She is considering hiring a grant consultant to help with this, and/or re-assigning someone currently working in the library to do this.

Recorder: Anne Marie Candido  
February 29, 2008